

June 8, 2011

**Los Angeles County  
Board of Supervisors**

**Gloria Molina**  
First District

**Mark Ridley-Thomas**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

**Mitchell H. Katz, M.D.**  
Director

**John F. Schunhoff, Ph.D.**  
Chief Deputy Director

TO: Supervisor Michael D. Antonovich, Mayor  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Zev Yaroslavsky

FROM: Mitchell H. Katz, M.D.  
Director

SUBJECT: **NOTIFICATION OF DEPARTMENT OF HEALTH  
SERVICES' USE OF DELEGATED AUTHORITY TO  
EXECUTE AMENDMENTS TO EXTEND NURSING  
TUTORING AND MENTORING AGREEMENTS WITH  
LOS ANGELES HARBOR COLLEGE, LOS ANGELES  
VALLEY COLLEGE, EAST LOS ANGELES COLLEGE,  
AND GLENDALE COLLEGE**

313 N. Figueroa Street, Suite 912  
Los Angeles, CA 90012

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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

*To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*

This is to advise your Board that the Department of Health Services is exercising its delegated authority, approved on June 9, 2009 (attached), to execute Amendments to extend the above referenced Tutoring and Mentoring Program Agreements effective upon full execution by the parties for an additional two years beyond their termination dates.

Extension of the Agreements will allow the colleges to continue the provision of tutoring and mentoring programs to train and assist students enrolled in nursing programs. This will result in an increased number of Registered Nurse candidates available for possible County employment.

County Counsel has reviewed and approved the Amendments as to form. The Chief Executive Office has also reviewed and approved the Amendments.

If you have any questions or require additional information, please let me know.

MHK:ev

Attachment

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors





**Health Services**  
LOS ANGELES COUNTY

Los Angeles County  
Board of Supervisors

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Fifth District

John F. Schunhoff, Ph.D.  
Interim Director

Robert G. Splawn, M.D.  
Interim Chief Medical Officer

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*To improve health  
through leadership,  
service and education*



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May 12, 2009

REVISED

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

32 MAY 2009 JUN 9 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF A NEW AGREEMENT AND THREE AGREEMENT  
EXTENSIONS FOR NURSING TUTORING AND MENTORING  
PROGRAMS  
(ALL DISTRICTS )  
(3 VOTES )**

**SUBJECT:**

Request approval to extend Nursing Tutoring and Mentoring Agreements with East Los Angeles College, Glendale Community College, and Los Angeles Valley College and enter into a new Agreement.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Interim Director of Health Services, or his designee, to execute Amendment No. 3 to Agreements No. H-300470 with Glendale Community College (GCC) and H-300469 with Los Angeles Valley College (LAVC), for the provision of tutoring and mentoring programs for nursing students, to extend the term of each Agreement for two years, effective July 1, 2009 through June 30, 2011, and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$730,815 for the contract term for GCC and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$749,889 for the contract term for LAVC.
2. Authorize the Interim Director, or his designee, to execute Amendment No. 5 to Agreement No. H-210896 with East Los Angeles College (ELAC), for the provision of a tutoring and mentoring program for nursing students, to extend the Agreement



term for two years, effective August 1, 2009 through July 31, 2011, and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$1,405,000 for the contract term for ELAC .

3. Delegate authority to the Interim Director, or his designee, to execute a new Tutoring and Mentoring Agreement with a community college in the 4<sup>th</sup> Supervisorial District, effective date of execution through June 30, 2011, subject to review and approval by County Counsel, the Chief Executive Office, and notification to your Board, for a total maximum obligation of \$138,000.
4. Delegate authority to the Interim Director, or his designee, to extend the Tutoring and Mentoring Agreements with GCC, LAVC, and ELAC, as well as Agreement No. H-703497 with El Camino College-Compton Community Education Center (ECC-CCEC) and the recommended new Agreement for up to two additional years after their expiration dates, subject to review and approval by County Counsel, the Chief Executive Office, and notification to your Board.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the first and second recommendations will allow the Interim Director to sign amendments with GCC, LAVC, and ELAC, substantially similar to Exhibits I, II, and III, to extend each Agreement term for two years to continue the provision of tutoring and mentoring programs for nursing students. The current Agreements with GCC and LAVC expire on June 30, 2009 and ELAC expires on July 31, 2009. Approval of the third recommendation will enable the Department of Health Services (DHS) to extend the three Agreements as well as a fourth Agreement with ECC-CCEC. The current Agreement with ECC-CCEC expires on June 30, 2010. Approval of the fourth recommendation will enable DHS to execute an Agreement, substantially similar to the current agreements, to increase the availability of tutoring and mentoring programs for nursing students, following the selection of a college in the 4th Supervisorial District by DHS that meets the program criteria.

An ongoing shortage of nurses in the County health system has been exacerbated by California State law which mandates that health care facilities meet certain Registered Nurse (RN) to patient staffing ratios. Tutoring and Mentoring programs, established to assist students enrolled in qualified RN programs at local colleges, are increasing the number of RN candidates available for possible County employment. The Office of Nursing Affairs is responsible for coordinating and monitoring the Tutoring and Mentoring Program. The success rate of these programs has resulted in: an increase in hiring of RNs for DHS facilities and a decreased "drop-out" rate among students enrolled in the program. DHS submits quarterly Nursing Strategic Plan Recruitment and Retention updates to your Board. In the last two quarters of FY 2008-09, a total of 42 students from the three colleges were hired by DHS, 29 graduates were hired as

RN-interim permittees and 13 nursing students were hired as student nurse workers. The colleges, have no funds to support the cost of tutoring and mentoring programs for their students. Therefore, DHS intends to continue funding these valuable programs.

#### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 4, Health and Mental Health of the County's Strategic Plan.

#### **FISCAL IMPACT/FINANCING**

The recommended amendments will result in the following changes to the maximum contract obligation:

	<b><u>Two-Year Extension Term</u></b>			<b><u>Revised Contract Maximum Obligation</u></b>
	<b><u>FY 09/10</u></b>	<b><u>FY 10/11</u></b>	<b><u>Total</u></b>	<b><u>(Various start dates)</u></b>
GCC	<u>\$90,000</u>	<u>\$90,000</u>	<u>\$180,000</u>	\$ <u>730,815</u> (FYs 03/04-10/11)
LAVC	<u>\$90,000</u>	<u>\$90,000</u>	<u>\$180,000</u>	\$ <u>749,889</u> (FYs 03/04-10/11)
ELAC	<u>\$90,000</u>	<u>\$90,000</u>	<u>\$180,000</u>	\$ <u>1,405,000</u> (FYs 99/00-10/11)

The new Agreement will result in a total maximum contract obligation of \$138,000. Funding is included in the DHS' 2009-10 Proposed Budget and will be requested in future fiscal years.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Tutoring and Mentoring Program for nursing students includes clinical support services, lectures in medicine and surgery, and mental health, as outlined in the College of Nursing curriculum. The program provides for additional training in an academic and clinical setting for nursing students. The program also prepares students to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) necessary for successful graduates to apply for entry level RN I positions at DHS facilities.

In March 2002, your Board instructed DHS to establish a Tutoring and Mentoring Program similar to the ELAC Training Program approved by your Board in 1999 in an effort to address overall nursing shortages in the County system. On July 29, 2003, your Board approved two new Agreements with GCC and LAVC, effective date of



The Honorable Board of Supervisors  
May 12, 2009  
Page 4

Board approval through June 30, 2005. Most recently, on June 12, 2007, your Board approved amendments extending the Agreements with GCC and LAVC through June 30, 2009, and with ELAC through July 31, 2009.

On September 16, 2008, your Board approved a new Tutoring and Mentoring Program Agreement for nursing students at ECC-CCEC in a continuing effort to address the overall nursing shortage in the County system. DHS will further expand the program by entering into a new Agreement with a community college in the 4<sup>th</sup> Supervisorial District.

County Counsel has reviewed and approved Exhibits I, II and III as to form.

**CONTRACTING PROCESS**

Not Applicable.

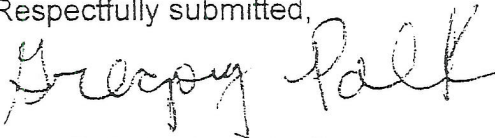
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Board approval of the recommended actions will ensure the continued provision of tutoring and mentoring programs that will generate qualified nursing staff for consideration of employment at County facilities.

**CONCLUSION**

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,



*FJS* John F. Schunhoff, Ph.D.  
Interim Director

JFS:ev

Attachments (3)

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors,

Tutoring & Mentoring BL